

**IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF IOWA**

IN THE MATTER OF  
GUIDELINE SENTENCING  
PROCEDURES

**PUBLIC  
ADMINISTRATIVE ORDER**

No. 08-AO- 13 -P

(Supersedes N.D. Order No. 1241 filed  
12/5/94)

1. This order governs procedures for imposing sentences.
2. The sentencing hearing shall be scheduled no earlier than eighty (80) calendar days following entry of a plea of guilty or nolo contendere, or verdict of guilty.
3. Within two (2) working days following entry of plea of guilty or nolo contendere, verdict of guilty, or the filing of a written waiver by the defendant of Fed. R. Crim. P. 32(e)(1), counsel for the defendant shall notify the U.S. Probation Office of counsel's desire to attend any interview of the defendant conducted by a probation officer in the course of a presentence investigation. The initial interview with the defendant by the probation officer shall occur no later than five (5) calendar days after the determination of guilt or the filing of a written waiver by the defendant of Fed. R. Crim. P. 32(e)(1). Extensions may be granted if counsel for the defendant or the probation officer can show good cause. Subsequent interviews shall occur within reasonable time frames.
4. Within fourteen (14) calendar days following the acceptance of a plea of guilty or nolo contendere, or verdict of guilty, or the filing of a written waiver by the defendant of Fed. R. Crim. P. 32(e)(1), counsel for the United States shall provide and counsel for the defendant may provide to the probation office and serve upon opposing

counsel a written statement, consisting of consecutively numbered paragraphs, of the defendant's offense conduct in the case, including a synopsis of all proof which the party relies upon in its calculation of the applicable guideline range, including the proof it has bearing upon specific offense characteristics and adjustment criteria. If counsel for a party later becomes aware of further relevant information not known at the time of the initial written statement, such information shall be provided immediately to the probation office and opposing counsel in a supplement to the original statement.

5. (a) The Presentence Investigation Report (PSIR) required by Fed. R. Crim. P. 32(d) shall be completed and disclosed to the parties not less than thirty-five (35) calendar days before the date set for sentencing. Disclosure of the initial PSIR to counsel for the defendant shall mean the PSIR has been furnished to the defendant for purposes of Fed. R. Crim. P. 32(e)(2). Within fourteen (14) calendar days after the PSIR's disclosure, counsel shall communicate to the probation officer in writing, with a copy served on opposing counsel, any objections counsel may have to any material facts, information, sentencing classifications, sentencing guideline ranges, and policy statements contained in or omitted from the PSIR. If counsel has no such objections, counsel shall file a statement of the same within fourteen (14) days after the initial disclosure of the PSIR.

(b) After receiving counsels' responses to the initial PSIR, the probation officer shall conduct any further investigation the officer deems necessary and may make revisions to the PSIR. In order to resolve the objections raised by counsel, the officer may meet with the defendant, the defendant's counsel, and the attorney for the United States to discuss those objections.

(c) Not later than seven (7) calendar days prior to the sentencing date, the probation officer shall submit the final PSIR to the parties and sentencing judge. Disclosure of the final PSIR to counsel for the defendant shall mean the final presentence

report has been furnished to the defendant for purposes of Fed. R. Crim. P. 32(g). If there are remaining unresolved objections to the PSIR from either side, the PSIR shall be accompanied by an addendum setting forth any unresolved objections, the grounds for those objections, and the probation officer's comments on the objections. The probation officer shall certify that the contents of the PSIR, including any revisions to it, have been disclosed to the defendant and to counsel for the defendant and the United States, that the content of any addendum has been disclosed to counsel, and that the addendum fairly states any remaining unresolved objections. The probation officer shall provide the sentencing judge an estimate as to the length of the sentencing hearing.

(d) Except for any objection made under subparagraph (a) above that has not been resolved, the PSIR submitted to the sentencing judge may be accepted as the sentencing judge's findings of fact and guidelines determinations. The Court may, however, for good cause shown, allow a new objection to be raised at any time before the imposition of sentence. Any such new objection shall be filed with the Court and served upon opposing counsel, with a copy sent to the probation office, as soon as the objection becomes known.

(e) The time limits set forth in this order may be modified by the Court for good cause shown except that the PSIR must be disclosed at least seven (7) calendar days before the sentencing date unless this minimum period is waived by the defendant.

(f) Nothing in this order requires the disclosure of any portions of the PSIR that are not disclosable under Fed. R. Crim. P. 32.

(g) The probation office shall not disclose the confidential sentencing recommendation which is provided to the Court along with the final version of the PSIR.

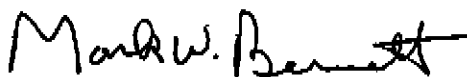
(h) For the purpose of this order a PSIR is deemed to have been disclosed (1) when a copy of it is physically delivered; (2) one day after the PSIR's availability for

inspection is orally communicated; or (3) three days after a copy of it or notice of its availability is mailed.

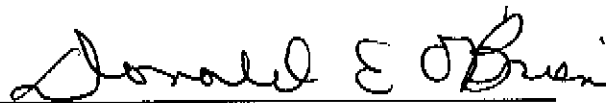
Done and Ordered this 31 day of October, 2008.



Linda R. Reade, Chief Judge  
United States District Court  
Northern District of Iowa



Mark W. Bennett, Judge  
United States District Court  
Northern District of Iowa



Donald E. O'Brien, Senior Judge  
United States District Court  
Northern District of Iowa